

Grant Officer_Wash

Location: [Africa] [Burundi]

Town/City: Bujumbura

Category: Water, Sanitation and Health (WASH)

Job Type: Fixed term, Full-time

PURPOSE OF POSITION

The purpose of this position is to support implementation of the WASH & PSN Services Project in Transit Centers that is implemented by World Vision and monitoring all aspects related to the construction in Transit Centers. The incumbent is responsible for providing technical support and quality control in design, implementation and monitoring of Water and Sanitation/Construction related projects activities. He/she will report to the Grant Coordinator WASH & PSN Services on administrative aspect and to WASH Technical Manager on technical aspect and will receive Technical Guidance and support from the WASH Technical Manager. He/She will be responsible for preparing technical & engineering drawings/designs of structures, Bills of Qualities, technical specifications and to oversee the construction/rehabilitation of any water supply system, latrines, or any other construction projects. The position holder shall mobilize the community, labor and material resources to achieve planned results in a cost effective and efficient manner. He/she also provides technical oversight to technicians, artisans and contractors working on construction projects.

MAJOR RESPONSIBILITIES

Time	Role Dimension / Major Activities	End Results Expected
15	Produce appropriate technical & engineering sketches and produce relevant engineering	Technical specifications of civil works is well done

	drawings/designs and present to the WASH Technical Manager for Approval. Such structures include; water distribution networks, Water storage tank towers, water catchments, Water retaining and conservation structures, latrines include la latrine friendly with PLWD, etc.	
10	Prepare schedule of materials and Bills of Quantities for the relevant designs	Bills of quantities conform with the assessment
15	Conduct feasibility studies, engineering surveys and measurements necessary for the design of structures and their construction and ToRs with annexes of GPS Coordinates, location maps and route plans of all infrastructure projects.	ToR well designed according to the community's needs.
10	Participate in baseline surveys or rapid assessments to establish existing gaps, priorities, capacity and justification for intended/proposed project	Baseline survey done as bench mark for initial status.
5	Provide input documentation (tendering and contract) related to procurement of works and services contracts	Guidance on technical specification is provided on time.

10	Supervise construction activities and conduct regular site visits and provide technical instructions and guidance to the contractors and implementing partners and develop clear monitoring plans and conduct field monitoring visits and prepare work progress reports	Construction are done in conformity with ToR and within the terms of contract.
5	Provide technical support to WASH department on timely preparation of Supply Requests for procurement of technical services for example construction materials, pipes and fittings, pumps and generators and conduct measurements and certify accomplishments on contracted works as per the conditions of contract and recommend to supervisor for payment	Procurement of services related the Civil works and others Technical aspect is done on time.
10	Sample and verify suitability of materials in terms of engineering specifications and validity and recommend delivery/receipt to stores. This include logistic department support by providing technical details and specification to	Quality of material for constructed is monitored and approved

	facilitate collection of local market prices for technical items	
10	Ensure timely and efficient monitoring and evaluation of project activities, compile project reports highlighting project impact against indicators and contribute to field based reports to WVB and/or external donors	Project report is timely produced with good quality.
5	Monitor on operation and maintenance of implemented projects and make follow up visits and provide support, if needed including water quality testing following the parameters and frequency as agreed in the proposal and prepare precise report with recommendations	Operation and maintenance schedule of infrastructure is agreed with partners for implementation.
5	Document information and data including project location with GPS Coordinates, tested yield including test methods and protocols and dates for testing, people served and other uses for each source, pump information, type and power supply, pumping head, capacity at head, Information on drilling equipment used	Project information and achievement are well documented

	including equipment for yield testing	
5	Ensure physical recordings of accomplishments and Provide technical recommendations on problems encountered at the construction sites and timely and efficient monitoring and evaluation of project activities, compile project reports highlighting project impact against indicators and contribute to field based reports to WVB and/or external donors and prepare completion report with work certification	Project progress and completion timely prepared with work completion certificate.
100		

CORE COMPETENCIES FOR STAFF

Be Safe and Resilient I take care of my personal well-being and support others to do the same.
Build Relationships I treat others with empathy and respect so that trust grows, and we can speak the truth with love
Learn and Develop I create opportunities for myself and others to grow, strengthen competence and improve performance.
Partner and Collaborate

I engage and influence networks of people beyond my role to make a bigger difference than we could alone.

Deliver Results

I focus on and help achieve the things that matter most, with clear evidence of my contribution.

Be Accountable

I exercise wise stewardship, showing sound judgment and integrity in the decisions and choices I make.

Improve and Innovate

I seek and discover new and better ways of doing things, solve problems and turn ideas into action.

Embrace Change

I approach change and the opportunities it offers with openness and courage, and I encourage others to do the same

KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of Bachelor degree in civil Engineering/Construction
- Relevant experience of at least 3 years in INGO or Construction company

OTHER COMPETENCIES/ATTRIBUTES

- Skills in Drawing using design software such as AutoCAD, ArchiCAD and others software for design is advantage
- Experience on Community development project and local organization experience preferred, including training and provision of technical support to partners

- Computer literacy in Microsoft word, Excel and data analysis software
- Fluent in oral and written French, English and Kirundi.

Work Environment:

-Field-based with frequent travel from the project areas in Ruyigi, Muyinga , Gihanga and support others WVB activities as required.

- Travel: 50% Domestic/international travel is required.

-On call: 50%

How to apply:

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-burundi>. If this is your first time applying online via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process. All applicants must apply using our online application system, CVs received via email or standard post will NOT be considered.

In case you face challenges applying through the online system, please call HR department for support. The closing date for submission of applications (Updated and signed CV, motivation letter, certificates of service, and Certified Degrees) is **August 12, 2021**. No late applications will be accepted.

Important Note:

- World Vision Burundi does neither use employment agencies nor does it charge money

for recruitment, interviews or medical checks.

- As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.
- Although all applications will be considered on their individual merit, suitably qualified women are especially encouraged to apply.